

## Abolishing an EHRA or SHRA Position in the HR System

**What you need before proceeding with action:** This action, abolishing a position, is used to inactivate a vacant position that is no longer needed. Note that in cases where a SHRA employee has been RIF'd, HRIM will be responsible for abolishing the SHRA position. Work with your [Classification and Compensation](#) (C&C) consultant to abolish the position in PeopleAdmin 7. To abolish a position in PeopleSoft you will need to locate the position in **Add/Update Position Info**. Use the following navigation information to access position data.

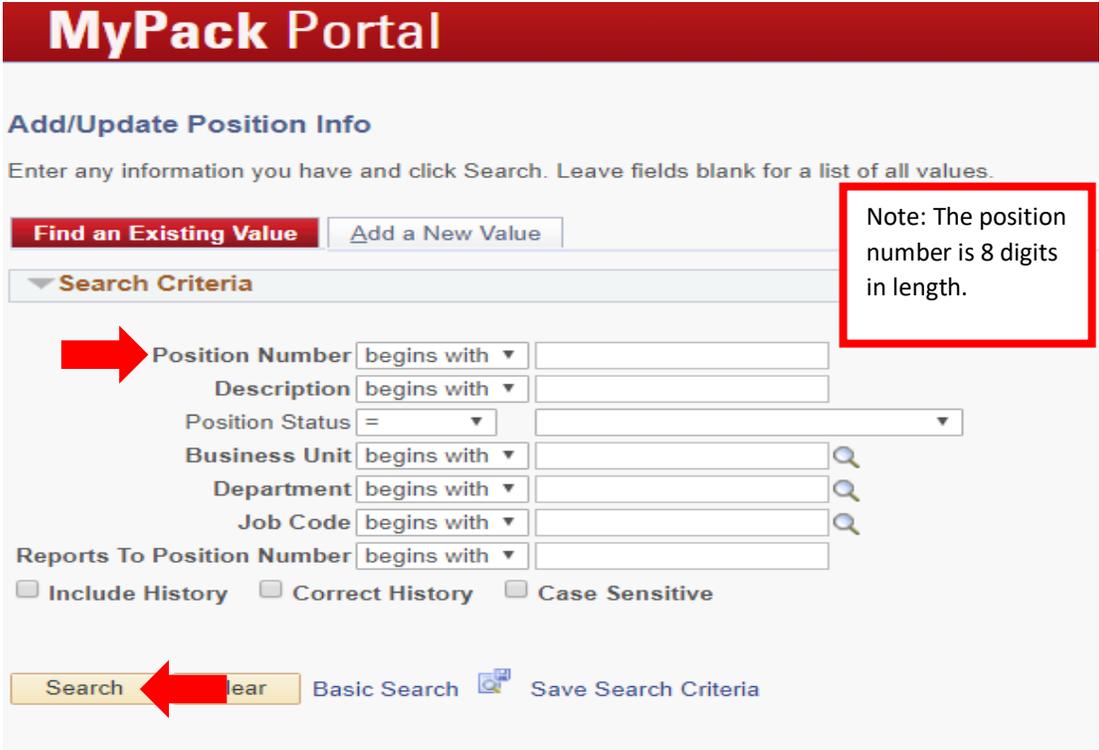
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon .

Then follow this navigation through the menu options.

**Human Resources Systems > Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info**

Once the **Add/Update Position Info** panel appears then type in the position number then click Search.



**MyPack Portal**

### Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

**Position Number** begins with

**Description** begins with

**Position Status** =

**Business Unit** begins with  

**Department** begins with  

**Job Code** begins with  

**Reports To Position Number** begins with

Include History  Correct History  Case Sensitive



Note: The position number is 8 digits in length.

Description | Specific Information | Budget and Incumbents | Mandatory Designation

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Position Information 1 of 2 | View All

Position Number: 12345678 **Step 2**

Headcount Status: Open

Current Head Count: 0 out of 1

\*Effective Date: 11/04/2020 **Step 3**

\*Reason: ASP Abolish SHRA Position **Step 5**

\*Position Status: Frozen **Step 4**

Status Date: 11/04/2020

\*Status: Inactive **Step 1**

Action Date: 11/04/2020

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Position Flagged:  Flagged Position Reason: None Selected

Time Limited (SPA):  \*Empl Class: SPA SHRA Employee

\*Ext Status

Recurring/Contract Length: 12 Month

Posting Nbr IRPS Category

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Job Information

Job Code: 10301E University Program Specialist

\*Regular Shift: Not Applicable

Title: University Program Specialist Short Title: University

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Work Location

Department: 140401 Electrical & Computer Engr.

Location: 024 Elec & Comp Engineering

Reports To: 01234567 Coordinator

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Salary Plan Information

Salary Admin Plan: PMAN Grade: 02 Step: 2

Standard Hours: 40.00 Work Period: W Weekly

Shared Position FTE

Updated on Updated By

Save Return to Search Notify Add Update/Display Include History Correct History

**Step 1:** click on the plus sign in the top right hand corner to add a new row to the position

**Step 2:** the **Effective Date** will default to the current date. Update this with the effective date that the position should be abolished and become inactive

**Step 3:** in the **Reason** field, select either “Abolish Fac, EHRA, or Postdoc” or “Abolish SHRA Position” from the drop down box depending on the classification of the position being abolished

**Step 4:** in the **Position Status** field, select “Frozen” from the drop down box

**Step 5:** in the **Status** field, select “Inactive” from the drop down box

**Step 6:** click **Save**

Once saved, the action is complete.